

Basic Duties of an Association Representative

Communicator Chair Advocate Organizer

1. Maintain communication between the Vancouver Education Association Executive Committee and your respective constituency. Attend all Representative Council meetings if possible.
2. Be a representative of your worksite for the Vancouver Education Association. Help build trust and confidence necessary for honest, open and meaningful communications between our members.
3. Introduce yourself at your worksite, to new members, and your site administrator(s) as the Association Representative. Help new members with questions or concerns they may have as a new person on the staff.
4. Distribute Association mailings to members in your building.
5. Conduct site level meetings as necessary. 10-minute meetings can be effective!
6. Coordinate your site level Association bulletin board. Delegate keeping the bulletin board up-to-date to a fellow member.
7. Listen to members' concerns. "Sort" concerns and issues. Decide if additional support or action may be needed.
8. Ask for help if needed! Ask members at your worksite to help with some small task to help the Association. The Executive Committee and Reps. can't carry the whole load.
9. Most of all, be a friend who remembers that whatever is important to a member is important to the Association Building Representative